

FU Berlin

Department of Veterinary Medicine /PhD Office / Oertzenweg 19b / 14163 Berlin

Phone: +49 / (0)30 8386 2424, Mail: [promotionsbuero@vetmed.fu-berlin.de](mailto:promotionsbuero@vetmed.fu-berlin.de)

**Guidelines for the preparation of dissertations at the Department of Veterinary Medicine of the FU Berlin dated 01.12.2023**

Contents:

1. general instructions
2. formal guidelines on formatting and scope
3. structure of a monograph
4. structure of a cumulative dissertation
5. instructions for obtaining the PhD degree

## **1. General hints**

### **Submission of**

- a. an electronic version of the thesis (PDF),
- b. the submission form with current address (private) and telephone numbers (reachable during the day) as well as e-mail  
The submission form must be accompanied by evidence of the following courses:  
Good Scientific Practice  
Statistics  
Literature Research  
These are mandatory courses for all doctoral students admitted on or after 01.01.2019.
- c. current curriculum vitae

**a-c are to be sent by mail (PDF format) to [promotionsbuero@vetmed.fu-berlin.de](mailto:promotionsbuero@vetmed.fu-berlin.de).**

## **2. Formal requirements for formatting and size:**

**Typeface:** Arial (font size 11)

**Line spacing:** 1.5 – fold

**Page margins:** 2.5 cm on all sides.

**Citation style:** <https://www.vetmed.fu-berlin.de/bibliothek/dienste/zitierstil/index.html>

**Length:** the paper should not exceed 150 pages.

## **3. Structure of a monograph**

- a. The dissertation can be written in German or English
- b. First page according to doctoral regulations (see sample)
- c. Second page according to doctoral regulations (see sample)
- d. Table of contents
- e. Other indexes (figures, tables)
- f. List of abbreviations
- g. Definitions, if applicable
- h. Introduction (research question(s) and hypotheses approx. 1-1.5 pages of continuous text)
- i. Literature (introduction to the topic and presentation of the state of scientific knowledge based on the existing literature)
- j. Main part of the paper
  - Material and methods (project design, comprehensible and reproducible presentation of the experimental set-up, the experimental procedure and the evaluation)
  - Results (neutral presentation of evaluated results)
- k. Discussion (evaluation of own results and classification in the scientific literature, error analysis, outlook)

- l. Summary (incl. title in German language, summary identical in content)
- m. Summary (incl. title in English language, summary identical in content)
- n. Bibliography (complete citation of ALL sources used in the paper, according to the citation rules of the department)
- o. appendix, if applicable
- o.1 List of publications (ALL publications related to the doctoral thesis, i.e., abstracts, posters, papers, articles, book chapters, etc., in which portions of the unfinished dissertation have been published.
- o.2 Acknowledgements

**o.3a Sources of Funding - Funding Sources**

(e.g., grants, DFG funds, company support/industry funding).

**Possible wording:**

The work was financially supported by XXXX.

**o.3b - Conflict of Interest:**

In addition, all circumstances that indicate possible conflicts of interest must be listed. This includes all financial benefits, in particular from the private sector, including the assumption of costs for participation in conferences and information events as well as publications or the granting of other advantages (such as access to research data, the use of technical infrastructure or instrumentation, pharmacological products and/or medical devices of a particular manufacturer or the use of premises), which could have influenced the results of the work in the sense of third parties." (Doctoral Regulations §7 (6))

Or there are no conflicts of interest, then wording as follows:

In the context of this work, there are no conflicts of interest due to contributions from third parties.

**p. Declaration of independence**

(with original signature in all 2 printed reviewer copies).

**Possible wording:**

I hereby certify that I have prepared this thesis independently. I assure that I have used only the sources and aids indicated.

Place, date, signature

**4. Structure of a cumulative dissertation**

General instructions for cumulative dissertations

**Basics**

- The individual papers must be equivalent in their entirety to a monographic dissertation in terms of scientific merit.
- The cumulative dissertation can be written in German or English, independent of the language of the articles cited
- The articles must be in German or English.
- All articles cited must have been finally published or at least accepted by the publisher at the time of submission to the doctoral office.
- Articles in dissertations submitted for review, both in print copies and PDF files, must be reproduced in full.
- The citation style in the articles is that of the original articles (regardless of the version allowed by the publisher for the dissertation, i.e., pre- or postprint), and the rest of the paper and the bibliography are as specified by the department

**Example for the order of figures/tables**

First figures/tables that may be used in the dissertation before the articles.

Then figures and tables from the articles  
Article 1.

Fig./Tab. 1 -  
 Fig./Tab. 2 -  
 Fig./Tab 3 -  
 etc.

For several articles as above

Then Fig./Tab. which may be used after the articles

- a. First page (See sample)
- b. Second page (See sample)
- c. Table of Contents
- d. Other indexes (figures, tables)
- e. List of abbreviations
- f. Definitions, if applicable
  
- g. Introduction: Irrespective of the introduction in the publications, a detailed introduction covering the entire project with question(s) and hypotheses must be prepared (continuous text).
- h. Literature (introduction to the topic and presentation of the state of scientific knowledge based on existing literature).
- i. The body of the paper must normally consist of at least two individual papers with sole first authorship, published or accepted in peer-reviewed scientific journals, and thematically coherent.
  - i.1 Exceptions: See §7 paragraph 3 a-c of the PhD regulations.
    - Two articles in peer-reviewed journals are mandatory. Exceptions (one article in undivided first authorship in a leading international journal; shared first authorship in one of the two articles submitted; one of the articles is a literature review at the level of a Systematic Review) must be approved by the PhD Committee. The committee may appoint additional reviewers.
    - In the case of doctoral achievements in collaboration with other scientists (e.g., articles with multiple authorships), the doctoral candidate's achievements must be stated in writing in the dissertation (Doctoral Regulations §7 (3)). Example of share explanation of publications with sole first authorship:

Name	Designation Author	Explanation Proportion Achievement
XXX	First author	Examples Design of examination, operation techniques, experimental setups, etc., performance of examinations, statistical analyses, etc. Collection/analysis of data Preparation of the manuscript
XXX	Co Author	Examples Participation in conception .... Participation in stat. Analyses Co-authoring of manuscript

- In the case of shared first authorship, the performance/the work share of both first authors as well as the reason/advantage of the shared first authorship must be explained in detail in the application (Doctoral Regulations §7 3b). In addition, the written consent of the other first author(s) to use the article in the context of the doctoral thesis must be enclosed with the application. Example of share explanation with shared first authorship:

Name Achievement	Designation Author	Explanation Proportion
XXX Explanation Share of article verbal and percentage.	1st first author	Examples Design of investigation, surgical technique,

		experimental setups, etc., conduct of investigations, statistical analyses, etc. Collection/analysis of data Preparation of the manuscript
XXX	2. first author	Explanation Proportion of article verbal percentage. (See above for examples)
XXX	Co. authors	Examples Participation in conception Participation in stat. Analyses Participation in manuscript writing

j. Discussion: Independently of the discussion in the publications, a detailed discussion covering the entire project, evaluation of the entire own results and classification in the existing scientific literature, limitations, outlook, must be prepared.

k. Summary (incl. title in German language, summary with identical content)

l. Summary (incl. title in English language, summary identical in content)

m. Bibliography (complete list of sources of ALL sources used in the thesis, according to the citation rules of the department) The bibliography in the thesis contains only the sources directly used in the cumulative thesis, i.e. without the sources of the articles (these are already mentioned directly with the article)

n. appendix, if applicable

o. List of publications (ALL publications related to the dissertation abstracts, posters, talks, articles, book chapters, etc., in which parts of the unfinished dissertation have been published)

p.2 Acknowledgements

**q.3a. Sources of Funding - Funding Sources**

(e.g., grants, DFG funds, company support/industry funding).

**Possible wording:**

The work was financially supported by XXXX.

**q.3b. Conflict of Interest:**

In addition, all circumstances that indicate possible conflicts of interest must be listed. This includes all financial contributions, in particular from the private sector, including the assumption of costs for participation in conferences and information events as well as publications or the granting of other advantages (such as access to research data, the use of technical infrastructure or instrumentation, pharmacological products, etc.). and/or medical devices of a particular manufacturer or the use of premises) that might have influenced the results of the work in the sense of third parties." (Doctoral Regulations §7 (6))

**Or there are no conflicts of interest, then wording as follows:**

In the context of this work, there are no conflicts of interest due to contributions from third parties.

**r. Declaration of independence**

**Sample text for declaration of independence:**

I hereby certify that I have prepared this thesis independently. I certify that I have used only the sources and aids indicated.

Place, date, signature

**5. Notes on obtaining a PhD degree**

A PhD certificate can only be issued after obtaining the "Biomedical Sciences Certificate of DRS".

**Sample for 1st and 2nd page**

Cover sheet / 1<sup>st</sup> page

2<sup>nd</sup> page

<p style="text-align: center;"><b>Aus dem Institut/der Klinik ... des Fachbereichs Veterinärmedizin der Freien Universität Berlin</b></p> <p style="text-align: center;"><b>und</b></p> <p style="text-align: center;">nur für externe Arbeiten Angabe der externen Einrichtung for external work only Indication of the external institution</p> <p><b>Title of the thesis:</b> (this heading will be replaced by the title of the thesis)</p> <p style="text-align: center;"><b>Inaugural-Dissertation zur Erlangung des Grades einer Doktorin / eines Doktors der Veterinärmedizin / eines PhD of Biomedical Sciences an der Freien Universität Berlin</b></p> <p style="text-align: center;"><b>vorgelegt von</b> (Vor- und Zuname / First Name/s and last Name) <b>Tierarzt/Tierärztin</b> <b>aus</b> (Geburtsort/Birthplace)</p> <p style="text-align: center;"><b>Berlin</b> (das Jahr der Einreichung der fertigen Diss. im Promotionsbüro the year of submission of the completed diss. to the doctoral office)</p> <p><b>Journal-Nr.:</b> (wird erst vergeben / is awarded by the doctoral office)</p>	<p><b>Gedruckt mit Genehmigung des Fachbereichs Veterinärmedizin der Freien Universität Berlin</b></p> <p><b>Dekan:</b> (finden Sie auf der Web Seite des FB / (can be found on the web page of the FB)</p> <p><b>Erste/r Gutachter/in:</b> (HSL, der/die der Ihre Arbeit am FB der FU vertritt (HSL who represents your work at the FB of the FU)</p> <p><b>Zweite/r Gutachter/in:</b> (freilassen, Name wird erst zum endgültigem Druck eingetragen leave blank, name will be entered only for final printing)</p> <p><b>Dritte/r Gutachter/in:</b> (freilassen, Name wird erst zum endgültigem Druck eingetragen (leave blank, name will be entered only for final printing)</p> <p><b>Deskriptoren</b> (nach CAB-Thesaurus): (werden von der Veterinärmedizinischen Bibliothek vergeben (will be assigned by the Veterinary Medicine Library)</p> <p><b>Tag der Promotion:</b> (freilassen, Datum wird erst zum endgültigem Druck eingetragen (leave blank, Date will be entered only for final printing)</p>
--	---

**Please Note!**

- a. **Please be sure to list notes regarding funding sources and conflicts of interest (Block 1) above the declaration of independence (Block 2).**
- b. **Even if you cannot fill in all the information ( ) please list the headings (e.g. Journal No.): as provided in the sample.**
- c. **Enter the name of the dean and the first reviewer. Do not write 2nd and 3rd reviewer in the dissertation, please write only on the submission form.**